

TOWN OF NEWINGTON

TITLE: Library Director **GRADE:** A-10
DEPARTMENT: Library **COUNCIL ADOPTED:** DRAFT 2/10/10

POSITION DESCRIPTION

Plans, organizes, and directs a comprehensive program of community library and related cultural services; responsible for the proper direction and supervision of the staff; oversees the care and maintenance of the library building, including adjacent grounds; administers library within policy oversight of the library board.

ESSENTIAL JOB FUNCTIONS

1. PROGRAM DEVELOPMENT

- Receives oral or written instructions from the Town Manager.
- Develops and implements procedures to determine the library activities, programs, and services according to the perceived needs of the community, current trends in library practices, and patron demand.
- Administers and leads library services through professional staff and support staff in the functional areas of children services, adult services, collection management, community services, and building management.
- Through subordinates administers programs to extend library services and facilities into the community.
- Performs routine library duties as needed.
- Prepares narrative and statistical reports for the Library Board and the Town Manager upon request.

2. FISCAL MANAGEMENT

- Presents programs, budget document, and capital improvements to Library Board for review and advice.
- Consults with the Town Manager in development of budget recommendations.
- Prepares operating and capital budget recommendations.
- Administers approved library budget.
- Explores variety of funding sources.
- Makes presentations to appropriate bodies accountable for operating budget and for expenditures.
- Involved with business related issues, risk management, contracts for service, and security and safety.
- Oversees the collection and accounting of fees and charges.

3. LONG RANGE, SHORT RANGE AND STRATEGIC PLANNING

- Coordinates and performs near term and long range planning for development of library services.
- Coordinates planning efforts of staff and Board.

4. PERSONNEL MANAGEMENT & DEVELOPMENT

- Supervises the employment and performance evaluation of staff members.
- Ensures policies of Town are carried out fairly.
- Ensures employees and volunteers have opportunities for development.

5. BOARD RELATIONS & DEVELOPMENT

- Makes recommendations for Board attention and action.
- Executes decisions of Board, including negotiating, communicating, and implementing.
- Plans agenda items and coordinates records and files of Library Board.
- Provides orientation, guidance and learning opportunities to Board members to support their decision making.

6. COMMUNITY INVOLVEMENT & REPRESENTING LIBRARY

- Plans and implements procedures to augment library goals and services in cooperation with school, cultural, and civic organizations.
- Acts as principal spokesperson for library in daily public activities.

- Participates as an active partner in professional library associations, and other professional organizations.
- Participates in meetings and activities of organizations within the community.
- Meets and works with other government officials.
- Represents library on and to other governmental units and boards and maintains good relationships with these bodies.
- Increases visibility of the library.
- Maintains relationships with Friends of the Library and other volunteer groups.
- Coordinates volunteer programs within the library.
- Involved in fund raising efforts and explores alternate funding sources.

7. WORK ENVIRONMENT STRUCTURE, CLIMATE AND CULTURE

- Organize library into operational units; change structure as needed.
- Provide atmosphere which encourages openness, trust, cooperation and participation.
- Articulate, support and promote organizational values and vision, including innovation, trust, staff participation, team management.

8. EVALUATION

- Analyzes procedures and methods of delivery of library services and programs
- Develops system improvements as needed.
- Reports to various governmental units and Board
- Responsible for records maintenance.

9. MANAGEMENT OF FACILITIES & TECHNOLOGY

- Directs facilities projects and building programs.
- Oversees the automated operations of the library and the effective use of technology.
- Plans and coordinates maintenance and improvement of library facilities and other property.
- Initiates and prepare studies such as needs analysis, site selection guide and facilities models.

ADDITIONAL JOB FUNCTIONS

- Performs related duties, or other duties assigned by the Town Manager, as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of modern techniques and methods of library operation.
- Proven ability to work effectively with library board, subordinate staff, and patrons.
- Proven ability to plan, organize, assign, supervise, and evaluate the work of subordinate employees.
- Proven ability to prepare and interpret professional reports.
- Proven ability to apply principles of library science to solve practical problems and to deal with a variety of concrete variables in situations where only limited standardizations exist.
- Proven ability to organize and maintain an operating budget for a multi-faceted program.
- Proven ability to plan, organize, and implement near term and long range library development programs.
- Proven ability to present oral and written reports in clear, concise and understandable terms.
- Proven ability to relate effectively to professional support staff and the public.
- A working knowledge of automated library operations is essential.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

(The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Works in office setting subject to continuous interruptions.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to sit/ remain/ stand continuously for prolonged periods of time.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on fine detail with constant interruption.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to carry and lift documents and office equipment weighing up to 25 pounds.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to move throughout the Town Hall and other Town buildings and sites.
- Ability to see objects closely as in reading a map.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.

REQUIRED MINIMUM QUALIFICATIONS

The skills and knowledge required would generally be acquired with:

- A Master’s Degree in Library Science from an ALA accredited program; and
- Nine years of progressively responsible experience in library work, including at least five years professional experience with demonstrated management ability in administration, budgeting and planning.

LICENSE OR CERTIFICATE

- N/A

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

I understand that nothing in this position description restricts the Town’s right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration’s assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date